



**Georgia Automobile Dealers Association**  
SERVING GEORGIA'S FRANCHISED MOTOR VEHICLE DEALERS

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**BROADCAST FAX**

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**IMPORTANT NOTICE**

**TO: DEALER PRINCIPALS, GENERAL MANAGERS,  
SALES MANAGERS, F&I MANAGERS**

**FROM: LEA KIRSCHNER**

**MESSAGE: PLEASE SEE ATTACHED NOTICE FROM THE US  
DEPARTMENT OF STATE OFFICE OF FOREIGN MISSIONS.**

**GADA HAS PREVIOUSLY ISSUED BULLETINS REGARDING THE PROPER  
PROCEDURE FOR SALES OR LEASES OF MOTOR VEHICLES TO FOREIGN  
DIPLOMATS, HOWEVER, THE DEPARTMENT OF STATE HAS REPORTED TO  
GADA THAT A NUMBER OF DEALERS ARE NOT COMPLYING WITH THESE  
PROCEDURES. PLEASE REVIEW THE ATTACHED NOTICE AND VERIFY  
THAT YOUR DEALERSHIP IS COMPLYING WITH THESE REQUIREMENTS.**

**NOTICE TO GEORGIA MOTOR VEHICLE DEALERS REGARDING  
SALES AND LEASES TO FOREIGN DIPLOMATS AND CONSULAR EMPLOYEES**

This is a reminder from the U.S. Department of State, Office of Foreign Missions (OFM) Miami Regional Office, located in Miami, Florida, that no tax exempt sales or leases of motor vehicles to foreign diplomats and consular employees may be documented by presentation of the tax exemption card issued by the U.S. Department of State. Motor vehicle dealers are now required to first contact the OFM for verification of the tax-exempt status of a foreign diplomat or consular employee. The procedure to follow when selling or leasing a motor vehicle to a foreign diplomat or consular employee who is claiming exempt status for a personal or mission vehicle purchase is as follows:

- The purchaser must present valid photo identification from the U.S. Department of State, such as a driver's license or diplomatic or consular identification card. If these documents are not available, the dealer should collect a photocopy of the individual's A-visa. The mission or personal tax exemption card is one type of valid ID but does not in itself verify that the holder enjoys sales tax exemption privileges for purchase of a motor vehicle.
- The selling dealer or lessor must fax the bill of sale, buyer's order or lease contract, along with the valid identification, to OFM Miami at (305) 442-4973 for a determination of the tax-exempt status of the purchaser.
- OFM Miami will provide a letter to the selling dealer or lessor stating whether the purchaser is eligible for exemption from any tax imposed at the point of purchase or lease. The only legal means of obtaining a diplomatic tax exemption on the purchase of a vehicle by a diplomat or consular official is through the issuance of this letter by OFM Miami.

The letter from OFM Miami also provides instructions regarding the registration and titling of the vehicle, most notably that auto dealerships and state motor vehicle administrations should treat this transaction as an out-of-state registration and send the appropriate ownership documents to OFM Miami (original certificate of origin or title). Motor vehicle dealers are required to issue a temporary tag while the registration is being processed by OFM Miami.

Motor vehicle dealers must maintain a copy of the letter issued by the OFM, along with copies of valid Department of State photo identification (if available) in order to properly document the exempt status of the transaction.

Any questions regarding this notice should be directed to the OFM Miami Regional Office at:

**Office of Foreign Missions  
95 Merrick Way, Suite 505  
Coral Gables, Florida 33134  
Telephone (305) 442-4943  
Fax (305) 442-4973**

**References: Article 34, Vienna Convention on Diplomatic Relations  
Article 49, Vienna Convention of Consular Relations  
Article XI, United States Constitution  
22 U.S.C. Section 4303**